

**COUNTY OF SAN DIEGO
ADMINISTRATIVE MANUAL**

SUBJECT:	CIVIL SERVICE COMMISSION MEETINGS, AGENDAS AND DOCKETING PROCEDURES	ITEM NUMBER	0080-04-1
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Purpose

To provide an orderly method of communication to the Civil Service Commission for the implementation of Rule I and Article IX of the Charter.

Procedure

1. Meeting Schedule

Regular Civil Service Commission meetings are held on the 1st and 3rd Wednesdays of each month at 2:30 p.m. in Room 358, County Administration Center, unless otherwise scheduled. If a regularly scheduled meeting day falls on a holiday, the Civil Service Commission meeting will be held on the following day.

2. Docketing

- A. All matters for Civil Service Commission consideration must be submitted in writing to the Commission office by 5 p.m. on Friday, 12 calendar days before the next regularly scheduled meeting.
- B. Late items will not be considered without the recommendation of the Executive Officer and approval of the President of the Commission.
- C. All requests for Commission action must be in writing and should include copies of all pertinent material. Such requests should also indicate the applicable Rule or Charter Section giving Civil Service Commission jurisdiction in the matter.

3. Agenda

Copies of the agenda are available at each meeting. Advance information on some agenda items, except for information considered in closed session, is available from the Commission Secretary (531-5751).

4. Conduct of Meetings

- A. Consent Calendar - The President will call agenda items in sequence. Items may be pulled for discussion for the following reasons:
 - 1) a Commissioner wishes discussion;
 - 2) a departmental representative, employee representative, employee or a member of the public wishes to speak.

All agenda items not pulled for discussion will be approved on passage of a single motion.

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B. Rules of Meeting

Robert's Rules of Order will be used in the conduct of Commission meetings to the extent that they are not inconsistent with the Civil Service Rules.

C. Oral Presentations:

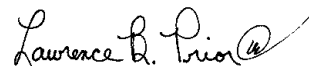
- 1) Persons making oral presentations to the Commission should identify themselves by name and organization.
- 2) Participants should avoid verbatim repetition of information previously submitted in writing.
- 3) The President will control the length of the oral presentations. Normally, oral presentations are limited to five minutes per participant unless arrangements are made in advance with the President for additional time.
- 4) The Commission retains the discretion as to whether or not to allow oral presentations on any matter.
- 5) At the end of a Commission meeting, any person may speak to the Commission on any matter within the Commission's jurisdiction, but not on agenda items acted upon that day, or on pending litigation. This is done at the Public Input section on the Agenda.

Approved



GORDON L. AUSTIN, President
Civil Service Commission

Approved



Lawrence B. Prior III
Chief Administrative Officer